

**TEWKSBURY HOUSING AUTHORITY**  
**REGULAR MEETING**  
**August 11, 2014**

**MEETING OPENED: 4:05 pm**

**PRESENT:** Louise A. Gearty, Chairman; John Deputat, Vice Chairman; Linda Brabant,  
; Marc DiFruscia, Treasurer; Robert Demers, Asst. Treasurer, State Appointee;  
Melissa Maniscalco, Executive Director

**ABSENT:** None

1. Motion by Linda Brabant, seconded by, John Deputat to approve the minutes of July 14, 2014 as presented. **Upon roll-call the motion passed by a vote of 5-0.**
  2. Motion by Marc DiFruscia, seconded by John Deputat, **unanimously voted to authorize and approve bills for August 2014.**
- a) The Executive Director handed out the Federal Auditors Report for FY 2013. She stated that there were no findings in the report.
- b) DHCD released notice 2014-04-August. Notice 2014-04-August is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel.
- c) The Director presented the MassNAHRO Newsletter for August. The newsletter had important information in it regarding the new Local Housing Authority Act of 2014 that was signed into law by Governor Patrick on August 6, 2014. Briefings on the law are being arranged by MassNAHRO at LHA's around the state. This law is intended to increase accountability, provide assistance for capital planning, set benchmarks and promote efficiency at housing authorities. Some key changes include adding a tenant member to the board, mandatory board training, annual capital plan submission, tenant surveys conducted by DHCD, statewide waiting list and Performance Based Monitoring for chronically poor performing authorities.

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d) The director informed the board that CHAPA has been in contact with her in regards to two 40B units that are up for resale. CHAPA has named Tewksbury Housing as their 40B consultant for resales in the town of Tewksbury for properties where they act as monitoring agent. The housing will receive a resale fee of \$2,500.00 per unit sold as well as a \$300.00 reimbursement per unit for advertising.

e) MassNAHRO is offering a front office staff training class. The director stated that she would like for Liz Glover, Admin. Assist. and Viviana Irizarry, bookkeeper, to attend one of the trainings. They are both newer hires and would benefit from the class.

f) The director informed the board of unit vacancies. Units 1, 16, 23 & 59 SC are vacant as well as 4 & 15 DD. Tenants are lined up for all units except for 59SC which is a second floor unit. Elaine is currently working on securing a tenant for that unit. There are no other vacancies at this time.

g) Elder Services has set a date for the Grand Opening of the Villa at Meadowview. It will be held on September 17, 2014 from 10:30am–noon. There are currently 30 units in occupancy. The remaining two units will be tenanted on September 1, 2014. The tenants are all happy in their new homes. There have been various maintenance issues which is typical in new construction. All issues are being addressed with the developer, Landmark Structures, and they are taking care of the repairs.

h) There is currently no representative from the housing authority for the Community Preservation Committee. The town, by statute, must have a member from the housing authority on the committee. There will be further discussion from the board as to who would represent the authority.

i) The director informed the board of some tenant issues. There is one issue involving a tenant at 3CD who slipped and fell at her unit and required stitches in the back of her head. Upon investigating the incident it was determined that the tenant was at fault for the fall and the authority was not negligent in providing a safe environment for the tenant. The second issue involved a tenant in 75CD who had an infestation of bed bugs back on November 9, 2013. The exterminator was not able to provide treatment to her unit for 3 days. The call came in to the housing authority during a holiday weekend. The tenant stayed in a hotel until the unit could be properly treated. Paperwork was submitted to the director for the tenants hotel stay, food, new mattress and a second hotel stay when the unit was treated a second time upon re-inspection at the request of the tenants son in law.

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There was no live bug activity found at re-inspection. The board agreed that the paperwork submitted by the tenant for the request for reimbursement was not done in a timely manner but due to lack of policy, the housing would reimburse for the first hotel stay in the amount of \$810.32, in which immediate treatment was not available. There was also further discussion by the board not to allow for reimbursement for any future claims until an emergency housing policy has been put into place.

3. A motion was made by Linda Brabant, seconded by Bob Demers to approve to reimburse the tenant in the amount of \$810.32 for the cost of the first hotel stay due to lack of housing policy. **Upon roll-call the motion passed by a vote of 5-0.**
  4. A motion by Marc DiFruscia, seconded by Bob Demers to approve not to allow for any further reimbursement until an emergency housing policy has been adopted by the authority. **Upon roll-call the motion passed by a vote of 5-0.**
- g) The front door was installed at the Community Hall at Carnation Drive. In a meeting with the architect, Bennie Ber, and the contractor, TED Construction, it was noted that the threshold needs to be replaced in order for it to pass ADA standards. It was also noted that the bollard outside which will house the door opener is too short and needs to be placed on a concrete platform. Once the bollard is in place TED will call the electrician to install the opener and also call the company that installed the door to replace the threshold.
- h) The Pondview Lane Siding Project is wrapping up. Homer Contracting is going through the punch list items and there is a meeting with the architect on Thursday August 14th to go over what still needs to be completed, if anything.
- i) The director informed the board that the Saunders Circle roof project is moving along. It is about to 95% complete. The contractor, PO Roofing, just needs to put gutters on the second floor roof line in the rear of each building. He should be finished by the end of next week, weather permitting.
- j) The security equipment was purchased for the Community Hall at Delaney Dr. A phone call was made to Arlington Housing for their IT guy, Joe Girard, to come and install it. He will call Mike to set up a convenient time for both of them.

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k) The director went over the bid results for the Dumpster Pad Project. There were three bid packages submitted. The bids were received in the form of a base bid for dumpster relocation, pad and enclosure for Carnation Dr., Alternate 1 is for the enclosure at Delaney Dr., Alternate 2 is for the enclosure at Saunders Circle and Alternate 3 is for the pad and enclosure at Roy Way. After review, the director felt the prices for the alternates on all bids were too high and would like to accept only the base bid for the work that is needed for Carnation Dr. The lowest base bid is from Ponch Excavating, LLC in the amount of \$14,042.00.

5. A motion was made by Linda Brabant, seconded by John Deputat to approve the base bid only from Ponch Excavation, LLC in the amount of \$14,042.00. **Upon roll-call the motion passed by a vote of 5-0.**

6. A motion was made by Bob Demers, seconded by Marc DiFruscia to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 5-0.**

**Meeting adjourned 5:30 P.M.**

**Minutes Approved on 9/8/14**